

\*\*\*REVISED\*\*\*



**STATE OF CALIFORNIA  
CALIFORNIA TRADE AND COMMERCE AGENCY**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.

**CLASSIFICATION:** Assistant Development Specialist (P/FT)  
Salary Range: \$2,610 - \$3,805

**DATE:** July 26, 2000

*(Pending budget approval)*

**LOCATION:** Small Business Development Center Program

**FILING DEADLINE:** Until filled

**JOB DUTIES:** Under the supervision of the Staff Development Supervisor, Assistant State Director – Operations, in collaboration with the Assistant State Director – Program, of the Small Business Development Center (SBDC) Program, the Assistant Development Specialist is responsible for the following:

- Assist the Program Specialists and/or Assistant State Director – Program with statistical and program analysis data related to evaluating center performance, as well as monitoring contract compliance and achievement of milestones. Review and analyze program statistics related to the performance of individual centers in the SBDC network. Develop evaluation instruments used by Program Specialists during annual program reviews.
- Coordinate annual program reviews of each center in collaboration with the Program Specialists. Schedule site visits; review binders submitted by centers; and prepare written report based on analysis. Conduct follow-up phone calls for client evaluation of SBDC services and other tasks as needed.
- Coordinate and/or provide support for Network special projects and capacity building activities outlined in the statewide strategic plan, including NxLevel, SBDC Advisory Board, Network meetings, Professional Development, Annual glossy program report, Info:SBDC, as well as the SBA semi-annual report.
- Provide technical assistance to the State, Regional Directors, and Program Specialists.
- Perform other duties as required.

**DESIRABLE QUALIFICATIONS:**

- Ability to analyze issues and reach logical and creative solutions and recommendations.
- Perform completed staff work.
- Ability to work as a team member, as well as independently, with staff.
- Ability to use personal computers effectively to prepare work products.
- Communicate effectively both orally and in writing.
- Knowledge and/or experience in State administrative processes, including contracts, budgets and accounting, and State program administration and compliance requirements.
- Knowledge of general concepts of economic development and how they are applied in government programs.

**SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY**

Contact: Mary McIntyre-Lett  
E-Mail: [mmcintyre@commerce.ca.gov](mailto:mmcintyre@commerce.ca.gov)

Phone: (916) 324-5068

**PLEASE SUBMIT YOUR APPLICATION TO:**

California Trade and Commerce Agency  
Office of Small Business  
801 K Street, Suite 1700  
Sacramento, CA 95814  
Attention: Mary McIntyre-Lett  
**RPA #00-163**